DCPS Accounting Information Meeting

DCPS Research and Edits

Client Executive Support Group "B"
Defense Finance and Accounting Service
Indianapolis Operating Forces

May 9-10, 2002

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Gross Pay File

> **Sequence**
>> Accounting Activity
>> Employing Activity
>> Organization
>> Social Security Number

> **Record 1 - Header Record**
>> Pay Period Ending Date
>> Payroll Office Identification Code
>> Accounting Activity Recipient
>> Date Paid
>> Disbursing Voucher Number

Gross Pay File
(continued)

- ## Record 3 - Accounting Record
  - Social Security Number
  - Employee Name
  - Accounting Record Effective Date
  - Appropriation
  - User Name
  - Data Level Identifier (CC 159)
    - A = Activity Level
    - O = Organization Level
    - E = Employee Level
    - P = Pre-conversion

Gross Pay File

(continued)

- ## **Record 4 - Detail Record**
  - Social Security Number
  - Employing Activity
  - Organization
  - Agency and MACOM
  - Pay Period Ending Date
  - EOR Data Elements
    - Work Schedule
    - Temporary Position Code
    - Civilian Type
    - Employee Type Code
    - Civilian Type

Responsibilities

➢ **Resource Management**

  ➢ Provide accounting data to CSRs

  ➢ Input accounting data into DCPS

➢ **DCPS Customer Service Representatives**

  ➢ Input individual accounting data

  ➢ Input organization default accounting data

  ➢ Input employing activity default accounting data <u>changes</u> (FSN changes must be sent to payroll office)

➢ **DCPS Payroll Office**

  ➢ Input <u>initial</u> employing activity default accounting data

  ➢ Input <u>initial</u> organization default accounting data

Responsibilities
(continued)

- ## DFAS-IN Operating Forces
  - DFAS-IN POC for resolving civilian pay accounting disconnects
  - Facilitate resolution of issues for payroll accounting when multiple accounting offices are involved - such as:
    - Reorganizations
    - Realignments
    - Update records to reflect new FSNs
    - Mass job order changes
    - New file transfer requests
  - Assist Field Sites in the research of misrouted civilian payroll changes
  - Correct accounting data when CSR is unknown
  - Assist CSRs and DCPS Payroll Offices with table updates
  - Answer all inquiries involving Army and DoD Civilian Payroll accounting issues

Responsibilities
(continued)

- ## Field Sites
  - Receive DCPS gross pay files
  - Process into the accounting system
  - Distribute reports
  - Assist with corrections
  - Balance with the departmental reporter
- ## Departmental Reporter
  - Process summary gross pay files
  - Assist field sites with balancing civilian payroll
  - Reconcile with disbursing activities

LUNCH

DCPS Accounting Information Meeting

FUTURE ENHANCEMENTS

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DFAS-IN New Process for DCPS Accounting

- **All Gross Pay Files (GPFs) will be sent to Operational Data Store (ODS).**
- **ODS will:**
  - Balance GPFs with DFAS-CL disbursing voucher
  - Store all information from GPFs
  - Release GPFs to Field Sites for Processing
- **DFAS-IN Central Disbursing Services (CDS) will:**
  - Settle out-of-balances
  - Prepare IPAC transactions that DFAS-CL will pull
  - Process IPAC transactions to Field Sites

Debt Collections
Current Procedures

- ➤ Activities complete DD Form 2481 (Recovery of Debt Due the United States by Salary Offset)

- ➤ Activities send non-salary debts directly to PRO

- ➤ PRO inputs information into DCPS

- ➤ Technician inputs collections into a file which balances the payroll voucher

- ➤ DCPS collects debt payments through payroll deduction

- ➤ Payroll voucher processed through DFAS-CL

Debt Collections
Current Procedures (continued)

➢ DFAS-CL Disbursing emails file to DFAS-IN CDS and processes IPAC transaction for total collections

➢ DFAS-IN CDS processes an IPAC transaction to each affected Field Site

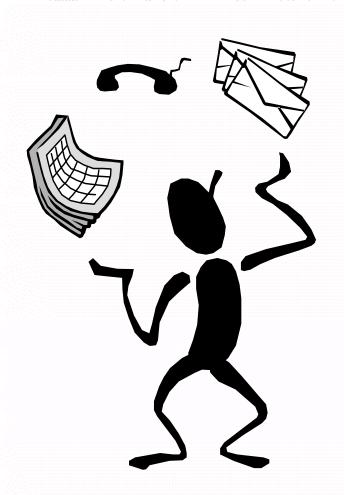➢ Field Site processes transaction(s) to installation-level accounting

Note: Field Sites are not involved in establishing the debts into the accounting system

Debt Collections
Future Enhancements

➢ Activity completes DD Form 2481 and forwards to Field Site

➢ Field Site reviews accounting data and creates a receivable in the accounting system

➢ Field Site would transmit DD Form 2481 to the PRO for salary offset

➢ PRO inputs information into DCPS

➢ DCPS Collects debt by payroll deduction

➢ Collection is included in GPF

➢ GPF is processed into accounting system and collection is posted to the receivable

FUTURE ENHANCEMENTS

- E/MSS
- REMEDY PHONE ACCESS
- EDM
- NON-DCPS DEBTS
- DEBTS ON-LINE

Conclusion

DFAS Works For You!
When We Succeed,
You Succeed!

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